

# Request for refund — Student/Parent

(not Home Schooling fee)

The first three sections must be completed in full for the refund to proceed.  
 Please refer to refund policy in the [Statement of Fees: Home-based students](#).

## 1. Parent/Guardian/Student details

Parent/Guardian name			
Student name		EQ ID:	

## 2. Bank account details (for person invoiced / financially responsible)

Bank account name			
BSB		Account number	

Please note: BrisbaneSDE is unable to adjust/enter details after a student cancels, which may result in a cheque being issued.

## 3. Refund for 20

Resource/Subject/Courier/Activity	Year level	Reason for refund (e.g. leaving)

Parent/Guardian Signature	Date

## Return to:

<b>Postal</b>	<b>Email</b>
Attention: Accounts Department Brisbane School of Distance Education GPO Box 1308 Brisbane Qld 4001	<a href="mailto:accounts@brisbanesde.eq.edu.au">accounts@brisbanesde.eq.edu.au</a>

## BrisbaneSDE office use only

Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_

Refund items	Invoice number	Receipt number	Amount

Recommending officer	Date
Discovery Centre	Date
Principal/Approving officer	Date